

STATE HISTORICAL RECORDS ADVISORY BOARD

Minutes

March 22, 2000

The State Historical Records Advisory Board (SHRAB) met on March 22, 2000 at 11 a.m. in the Activity Room at the Kentucky Department for Libraries and Archives (KDLA). Present were: Richard Belding, Coordinator; Barbara Teague, Deputy Coordinator; Rebecca Ryder, University of Kentucky; James Greene, Harlan Independent Schools; Riley Handy, Western Kentucky University; and Connie Renfroe, Public Records Division Secretary.

After lunch, the Board reviewed the agenda. Ms. Ryder's report on the Ohio Preservation Council was added to the agenda.

The minutes of the last meeting were reviewed. Ms. Ryder made a motion to approve the minutes, seconded by Dr. Greene. Motion carried.

Renominations to Boards and Commissions were discussed. Mr. Belding stated that the Office of Boards and Commissions in the Governor's Office had requested agencies to begin submitting attendance documentation of members who attended meetings with those agencies.

Ms. Ryder shared with the Board an information packet from the Ohio Preservation Council, which included items such as a brochure, membership letter, newsletters, minutes, and the 2003 Plan of the Ohio Preservation Council, which was produced in collaboration with the Ohio State Historical Records Advisory Board. The brochure described the Council, the mission, the goals and objectives, and the annual membership commitment. The Council has between 150 to 200 members. The Council had grant funding to get the program started and some of the initial efforts were funded by grants.

When the grant funds ran out in the mid 90s, the Ohio State Librarian recognized the need for such a resource and made the commitment to continue the program. He made funds available for a preservation conservation consultant and an 800-telephone number. Membership fees were also instituted Discussion was held.

Mr. Belding stated that during the recent legislative session, the department tracked several different bills that might have some archival or records management impact in the public sector. He also stated that the Governor had included in his Executive Budget Request funds for an archival storage feasibility study, to address the critical need to meet government archival storage requirements over the next 25 years, and for a document management digitization system.

Mr. Belding stated that he and Ms. Teague would be attending a National Forum on Archival Continuing Education (NFACE) meeting in Decatur, Georgia on April 27-29, 2000. He directed Board members to www.coshrc.org for further information on that meeting.

The Board discussed the revised Timeline. No grant applications or inquiries had been received for review. The intention is to have the final version of the procedures for applying for NHPRC grants in

Kentucky available on the web for future applicants. This will allow the Board to have the opportunity to have a more timely impact on the actual application that goes to the National Historical Publications and Records Commission (NHPRC).

The Board reviewed the Draft Goals and Objectives. Ms. Teague facilitated this portion of the meeting. At the last meeting, the Board worked on draft language for the Goals and Objectives for the Board's Strategic Plan. Today's review consisted of further review of the Goals and Objectives; developing a list of possible actions for each objective; and constructing a contextual statement for each goal. Ms. Teague noted that in other state plans, typically there is a statement of the goal, an issue, and a rationale or background statement provided.

Mr. Belding stated that the list would be shared with other organizations with which the Board has some mutual interests to get their feedback on the direction of the goals as well as the shape of the objectives and some of the action steps as well. In addition, the department has targeted three focus group sessions that it expects to carry out in the near future. These meetings will try to reach the same kinds of user communities that the Board expects to reach and will share its findings with the Board.

The Board agreed on the following draft language for its goals:

Goal 1 - To preserve and make accessible the historical records of Kentucky.

Goal 2 - To promote understanding of and build support for historical records programs.

Goal 3 - To equip those responsible for the care of historical records to respond to new challenges through training and continuing education.

Goal 4 - To provide strong leadership for historical records programs, promoting collaboration, advocacy and support.

The objectives for each of the goals were grouped as follows:

Goal 1 - Objective 1 - Expand access to historical documents and manuscripts

Goal 1 - Objective 2 - Assist historical records programs in choosing best practices for long term preservation.

Goal 2 - Objective 1 - Develop and share information about the importance of historical records and the issues involved in their care and use.

Goal 2 - Objective 2 - Increase the use of historical records at all educational levels and by the general public.

Goal 2 - Objective 3 - Increase funding for historical records programs.

Goal 3 - Objective 1 - Serve as a catalyst to create opportunities for training and continuing education.

Goal 3 - Objective 2 - Promote awareness of best practices for the archival management of electronic records.

Goal 4 - Objective 1 - Collaborate with others.

Goal 4 - Objective 2 - Increase effectiveness of the State Historical Records Advisory Board as an advocate for historical records.

Ms. Teague stated that this revised list of the Goals and Objectives would be sent to Board members for final review. Board members can then send their suggested action items for each objective and send those back to Ms. Teague for compilation. Dr. Greene suggested that Ms. Teague and Mr. Belding write a

draft contextual rationale statement, and then at the next meeting, the Board could review and revise the statement.

Dr. Handy agreed to host the next SHRAB meeting at Western Kentucky University in Bowling Green on June 21st.

There being no further business to discuss, the meeting was adjourned at 3:20 p.m.